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# Request for Proposals

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Professional Services for the Connecticut Technical High  
School Board: Superintendent Search

**#13SDE0007RFP**

Connecticut State Department of Education

Procurement Contact: Jeanne Newton

Date Issued: May 21, 2013

Due Date: June 7, 2013



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## **BACKGROUND**

### **A NEW CTHSS BOARD**

Legislation, Public Act No. 12-116, passed in 2012 authorized the creation of a new board for the Connecticut Technical High School System (CTHSS). Appointed by the Governor and the State Board of Education (SBE), the new CTHSS Board will ensure students are not only ready for college and careers but have a pathway to the workforce. The following four people were nominated by the Connecticut Employment and Training Commission and appointed by Governor Dannel P. Malloy:

- Susan Davis, president and chief executive officer at St. Vincent's Health Services and Medical Center in Bridgeport;
- Fitz Walker, president of Bartron Manufacturing;
- John Barrasso, executive vice president of Mechanical Contractors Association; and
- Stephan Bunsch, vice president of manufacturing and engineering at Trumpf, Inc.

The State Board of Education voted unanimously approved a resolution appointing the following five people to the new CTHSS Board:

- Robert Trefry, chair of the new CTHSS board and appointed in this capacity by the Governor;
- Joseph Vrabely, Jr., a member of the State Board of Education and president of Atlantic Steel & Processing;
- Patricia Keavney-Maruca, a member of the State Board of Education and retired CTHSS teacher;
- Matthew Nemerson, president of the Connecticut Technology Council; and
- Lillian Ortiz, dean of students at Naugatuck Valley Community College.

The following two people were appointed as required by Public Act 12-116:

- Sharon Palmer, Commissioner of the Department of Labor and
- Catherine Smith, Commissioner the Department of Community & Economic Development.

The newly appointed Board of the Connecticut Technical High School System has been orienting, organizing, and preparing for the development of a strategic plan for the System. Governor Malloy has stated that through the new Board, we can position our Vo Tech system for success in a national and international context and we can offer greater educational and career opportunities to our young people. The objective of the CTHSS is to prepare students to be productive participants in the economy of the future and to have the System known as the best technical high school system in the nation.

### **PUBLIC ACT NO. 12-116: AN ACT CONCERNING EDUCATIONAL REFORM**

Sec. 69. Section 10-95 of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2012):

(a) The State Board of Education may establish and maintain a statewide system of [regional vocational-technical schools offering] technical high schools to be known as the technical high school system. The technical high school system shall be governed by a board that shall consist of eleven members as follows: (1) Four executives of Connecticut-based employers who shall be nominated by the Connecticut Employment and Training Commission established pursuant to section 31-3h, and appointed by the Governor, (2) five members appointed by the State Board of Education, (3) the Commissioner of Economic and Community Development, and (4) the Labor Commissioner. The Governor shall appoint the chairperson. The chairperson of the technical high school system board shall serve as a nonvoting ex-officio member of the State Board of Education.

(b) The technical high school system board shall offer full-time, part- time and evening programs in vocational, technical and technological education and training. The board may make regulations controlling the admission of students to any such school. The Commissioner of Education, in accordance with policies established by the board, may appoint and remove members of the staffs of such schools and make rules for the management of and expend the funds provided for the support of such schools. The board may enter into cooperative arrangements with local and regional boards of education, private occupational schools, institutions of higher education, job training agencies and employers in order to provide general education, vocational, technical or technological education or work experience.

(c) The board and the Commissioner of Education shall jointly recommend a candidate for superintendent of the technical high school system who shall be appointed as superintendent by the State Board of Education. Such superintendent shall be responsible for the operation and administration of the technical high school system.

[[b)] (d) If the New England Association of Schools and Colleges places a [regional vocational-technical] technical high school on probation or otherwise notifies the superintendent of the [vocational-technical] technical high school system that a [regional vocational-technical] technical high school is at risk of losing its accreditation, the Commissioner of Education, on behalf of the technical high school system board, shall notify the joint standing committee of the General Assembly having cognizance of matters relating to education of such placement or problems relating to accreditation.

[[c)] (e) The [State Board of Education] technical high school system board shall establish specific achievement goals for students at the [vocational-technical] technical high schools at each grade level. The board shall measure the performance of each [vocational-technical] technical high school and shall identify a set of quantifiable measures to be used. The measures shall include factors such as performance on the state-wide tenth grade mastery examination under section 10-14n, trade-related assessment tests, dropout rates and graduation rates.

Sec. 70. Section 10-99g of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2012):

(a) (1) Each technical high school shall prepare a proposed operating budget for the next succeeding school year beginning July first and submit such proposed operating budget to the

superintendent of the technical high school system. The superintendent shall collect, review and use the proposed operating budget for each technical high school to guide the preparation of a proposed operating budget for the technical high school system.

(2) The superintendent of the technical high school system shall submit a proposed operating budget for the technical high school system to the technical high school system board. The board shall review such proposed operating budget and approve or disapprove such proposed operating budget. If the board disapproves such proposed operating budget, the board shall adopt an interim budget and such interim budget shall take effect at the commencement of the fiscal year and shall remain in effect until the superintendent submits and the board approves a modified operating budget. The superintendent shall submit a copy of the proposed operating budgets for each technical high school, the proposed operating budget for the technical high school system and the approved operating budget for the technical high school system to the Office of Policy and Management and the joint standing committees of the General Assembly having cognizance of matters relating to education and appropriations and the budgets of state agencies, in accordance with the provisions of section 11-4a.

[a)] (b) The superintendent of the [regional vocational-technical] technical high school system shall [biannually] semiannually submit the operating budget and expenses for each individual [regional vocational-technical] technical high school, in accordance with section 11-4a, to the Secretary of the Office of Policy and Management, the director of the legislative Office of Fiscal Analysis and to the joint standing committee of the General Assembly having cognizance of matters relating to education.

[(b)] (c) The superintendent of the [regional vocational-technical] technical high school system shall make available and update on the [regional vocational-technical] technical high school system web site and the web site of each [regional vocational-technical] technical high school the operating budget for the current school year of each individual [regional vocational-technical] technical high school.

Sec. 71. Section 10-95h of the 2012 supplement to the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2012):

(a) Not later than November thirtieth each year, the joint standing committees of the General Assembly having cognizance of matters relating to education, higher education and employment advancement and labor shall meet with the chairperson of the technical high school system board and the superintendent of the [regional vocational-technical] technical high school system, the Labor Commissioner, the Commissioner of Economic and Community Development and such other persons as they deem appropriate to consider the items submitted pursuant to subsection (b) of this section.

(b) On or before November fifteenth, annually:

(1) The Labor Commissioner shall submit the following to the joint standing committees of the General Assembly having cognizance of matters relating to education, higher education and employment advancement and labor: (A) Information identifying general economic trends in the state; (B) occupational information regarding the public and private sectors, such as continuous

data on occupational movements; and (C) information identifying emerging regional, state and national workforce needs over the next thirty years.

(2) The superintendent of the [vocational-technical] technical high school system shall submit the following to the joint standing committees of the General Assembly having cognizance of matters relating to education, higher education and employment advancement and labor: (A) Information ensuring that the curriculum of the [regional vocational-technical] technical high school system is incorporating those workforce skills that will be needed for the next thirty years, as identified by the Labor Commissioner in subdivision (1) of this subsection, into the [regional vocational-technical] technical high schools; (B) information regarding the employment status of students who graduate from the [regional vocational-technical] technical high school system; (C) an assessment of the adequacy of the resources available to the [regional vocational-technical] technical high school system as the system develops and refines programs to meet existing and emerging workforce needs; and (D) recommendations to the State Board of Education to carry out the provisions of subparagraphs (A) to (C), inclusive, of this subdivision.

(3) The Commissioner of Economic and Community Development shall submit the following to the joint standing committees of the General Assembly having cognizance of matters relating to education, higher education and employment advancement and labor: (A) Information regarding the relationship between the Department of Economic and Community Development and the [regional vocational-technical] technical high school system, (B) information regarding coordinated efforts of the department and the [regional vocational-technical] technical high school system to collaborate with the business community, (C) information on workforce training needs identified by the department through its contact with businesses, (D) recommendations regarding how the department and the [regional vocational-technical] technical high school system can coordinate or improve efforts to address the workforce training needs identified in subparagraph (C) of this subdivision, (E) information regarding the efforts of the department to utilize the [regional vocational-technical] technical high school system in business assistance and economic development programs offered by the department, and (F) any additional information the commissioner deems relevant.

Sec. 72. Section 10-97b of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2012):

(a) On and after July 1, 2010, the State Board of Education shall replace any school bus that (1) is twelve years or older and is in service at any [regional vocational-technical] technical high school, or (2) has been subject to an out-of-service order, as defined in section 14-1, for two consecutive years for the same reason.

(b) On or before July 1, 2011, and annually thereafter, the superintendent of the [regional vocational-technical] technical high school system shall submit, in accordance with the provisions of section 11-4a, to the Secretary of the Office of Policy and Management and to the joint standing committees of the General Assembly having cognizance of matters relating to education and finance, revenue and bonding a report on the replacement of school buses in service in the [regional vocational-technical] technical high school system, pursuant to subsection (a) of this section. Such report shall include the number of school buses replaced in

the previous school year and a projection of the number of school buses anticipated to be replaced in the upcoming school year.

Sec. 73. Section 4-124gg of the 2012 supplement to the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2012):

Not later than October 1, 2012, the Labor Commissioner, with the assistance of the Office of Workforce Competitiveness and in consultation with the chairperson of the technical high school system board and the superintendent of the [regional vocational-technical] technical high school system, shall create an integrated system of statewide industry advisory committees for each career cluster offered as part of the [regional vocational-technical] technical high school and regional community-technical college systems. Said committees shall include industry representatives of the specific career cluster. Each committee for a career cluster shall, with support from the Labor Department, [regional vocational-technical] technical high school and regional community-technical college systems and the Department of Education, establish specific skills standards, corresponding curriculum and a career ladder for the cluster which shall be implemented as part of the schools' core curriculum.

### **HISTORY OF THE CTHSS**

Established in 1910, the Connecticut Technical High School System (CTHSS) celebrates over 100 years of excellence in providing technical education to students in grades 9-12 as well as to adults in specific trade technologies. The CTHSS remains committed to its century-old tradition of educating students with the highest expectations for their success. Trade technology and academic curricula are on a continuous evaluation and revision cycle to meet current and forecasted labor market and economic outlooks. Preparing students to graduate from high school both career and college-ready, and able to contribute to their communities, the CTHSS strives to meet the needs of Connecticut's 21<sup>st</sup> century workforce while furnishing the State with well informed, skilled, productive citizens.

The CTHSS includes 17 fully accredited diploma-granting high schools, regionally based in the following locations: Danbury, Bridgeport, Manchester, Danielson, New Britain, Groton, Waterbury, Norwich, Ansonia, Milford, Hartford, Middletown, Hamden, Meriden, Willimantic, Torrington, and Stamford, CT. All schools offer programs for students, grades 9 - 12, as well as programs for re-careering adults. The Stamford school, J. M. Wright Technical High School temporarily suspended its operations in 2009 and is projected to reopen in 2014 as a completely renovated school with a revised program of study.

The CTHSS also operates Bristol Technical Education Center, a non-diploma granting institution for students from regional comprehensive high schools and re-careering adults seeking trade technology skills and credentials. Further, the CTHSS operates two Aviation Maintenance Technician training facilities for adults. They are CT Aero Tech in Hartford and Stratford School for Aviation Maintenance Technicians.

As of October 1, 2012, 10,750 students (grades 9 – 12) as well as 447 adult day and evening trade technology students (including Licensed Practical Nursing adult students) are benefitting from the career and post-secondary education options afforded them by technical education

programs offered by the CTHSS. The exceptional results here are due in no small measure to the dedicated academic and trade technology instructors, student support and administrative professionals who work to update the curriculum and instructional delivery, as well as their own trade technology expertise, and ensure our students' competitive edge in meeting Connecticut's labor and economic needs (see attached CAPT Press Release).

Students have the opportunity to complete their high school career, mastering relevant and updated trade technology skills, while simultaneously meeting requirements for post-secondary education and college entry. Their trade technology skills are of high quality, and with earned business and industry credentials, they are able to sit for licensure examinations, serve qualifying apprenticeships at advanced levels, and access Connecticut's job market. CTHSS students graduate each year into the best of both worlds; doors opened to good jobs and post-secondary education/college entry.

### **Current Programs: Secondary**

All CTHSS programs for grades 9 - 12 require students to meet the same comprehensive academic competencies demanded of all Connecticut students, in order to earn a high school diploma. And all CTHSS students must simultaneously complete a rigorous trade technology course of study in order to earn trade technology endorsements upon graduation. The technical programs under each career cluster have a post-exploratory three – and – a - half year program of study that incorporates all academic and technical coursework, resulting in the mastery of both theoretical content knowledge and technical performance skills. The trade technologies offered are grouped in seven career clusters as follows:

- Tourism, Hospitality and Guest Services Management
- Construction
- Manufacturing
- Transportation
- Computer Technologies
- Health Technology
- Arts, Audio/Video Technology and Communications

**Tourism, Hospitality and Guest Services Management** - Graduates of these programs are employed in the management, marketing and operation of restaurants, bakeries or lodging and travel-related services, personal services (hairdressing/barbering), and fashion design.

- Baking
- Culinary Arts
- Fashion Merchandising and Entrepreneurship
- Hairdressing/Barbering
- Retail Management and Entrepreneurship
- Tourism, Hospitality and Guest Service Management

**Construction Cluster** - Graduates are employed in residential, commercial and industrial construction areas.

- Architectural Technologies
- Carpentry
- Electrical
- Heating, Ventilation and Air Conditioning (HVAC)
- Masonry
- Plumbing and Heating
- Plumbing, Heating and Cooling

**Manufacturing Cluster** - Students in these interrelated technologies are employed in manufacturing and assembling goods, drafting and design, machining and welding/fabrication. They also pursue advanced training for production control, product and tooling design and manufacturing engineering.

- Automated Manufacturing Technology
- Computer-Aided Drafting and Design (CADD)
- Electromechanical Technology
- General Drafting and Design
- Manufacturing Technology
- Welding and Metal Fabrication

**Transportation Cluster** - Graduates apply technical knowledge and skills in diagnostics, repair and maintenance of automotive and heavy-duty engines and equipment as automotive mechanics, diesel engine repair technicians, and in collision repair and refinishing.

- Automotive Collision and Repair Technology
- Automotive Technology
- Diesel and Heavy Equipment Repair

**Computer Technology Cluster** - Graduates are employed in designing, developing, managing and supporting hardware, software, multimedia and systems integration services within high-technology industries.

- Electronics Technology
- Graphics Technology
- Information Systems Technology (IST)
- Pre-Electrical Engineering and Applied Electronics

**Health Technology Cluster** - Graduates are employed in health-related and early care and education occupations, as well as those in bioscience and environmental technology research. Graduates may complete competency credentials or certifications within their specialty.

- Bioscience and Environmental Technology
- Early Care and Education
- Health Technology

**The Arts, Audio/Video Technology and Communications Cluster** - Graduates are employed in planning, organizing, evaluating, creating and performing in the Arts, Media, Music and Theatre Production Technologies.

- Media Production
- Music and Technical Theatre Production Technology

### **Current Programs: Adult**

CTHSS also provides career and life changing training for adult students. These programs are offered at selected school sites and may be offered as day or evening, full-time or part-time programs.

- **Licensed Practical Nursing (LPN)**
- **Dental Assisting**
- **Certified Nursing Aide (CNA)**
- **Medical Assisting**
- **Surgical Technology**
- **Aviation/Aircraft Maintenance Technician**
- **Adult Apprenticeship and Extension Courses**

**LPN Program** – Graduates meet CT State Nursing Board of Examiners standards as well as prerequisites for Registered Nursing (RN) programs at the Connecticut Community Colleges (CCC). Graduates are eligible to sit for the CT State Board Licensure Examination. They are eligible for college credit by applying to Charter Oak State College.

Coursework in Practical Nursing, Med-Surg Nursing across the Life Span, Developmental Psychology across the Life Span, Fundamentals of Nursing, Pharmacology, Wellness and Health, Human Biology, Maternal to Newborn Nursing and Psychology is accompanied by clinical experiences in the care of adult patients and in the care of selected patients in any age group whose conditions are less than critical. Graduates meet Connecticut's documented high demand for Licensed Practical Nurses and earn competitive wages with strong retirement and benefits packages immediately after graduation. The average LPN in CT earns \$52,283.00 with full benefits.

In September 2012, Bullard-Havens THS, Eli Whitney THS, Vinal THS, Prince THS and Norwich THS were given full accreditation for six years by the Council on Occupational Education. In June 2012, W.F. Kaynor THS LPN program received its full accreditation.

**Dental Assisting** - Graduates are employed in dental offices and clinics performing the full range of chair side procedures, patient care and office duties. Graduates earn Infection Control Examination (ICE) and Radiation Health & Safety (RHS) certifications prior to the start of 350 hours of clinical rotations. The program's accreditation by the American Dental Association (ADA) provides students with eligibility to take the Dental Assisting National Board General Chairside Examination upon graduation. Successful completion of this exam along with the ICE and RHS certifications earns students the title of Certified Dental Assistant (CDA).

**Certified Nurse Assistant** – Graduates are employed in many areas of Long-term care (Geriatrics), Hospital and Home care, Clinics, Medical Offices. CNA graduates often further their education in health and allied health-related fields. Graduates are eligible to take the written and skills examinations for entry onto the CT Nurse Aide Registry.

**Medical Assisting** - An externship experience is guaranteed and all students are placed in physician's offices, walk-in centers, hospitals or clinics for six weeks and are prepared for employment in those venues.

**Surgical Technology** - All students are placed in a six month clinical externship in area hospitals. Graduates are in high demand in:

- Hospitals: operating rooms, cardiac catheter laboratories, birthing centers, central sterile supply depts., emergency rooms, endoscopy suites
- Ambulatory Care Centers
- MD Offices
- Harvest Teams
- Med-Surg Product Development
- Laser Technology

**Aviation/Aircraft Maintenance Technology** - This twenty-month (2400 hours) aviation maintenance technician program enables students to develop operative skills that meet the requirements of the Federal Aviation Administration (FAA). Students venture into the actual world of aviation, the theoretical content and practical experiences in metal work, woodwork, welding, hydraulics, electrical, electronics, painting and engine (turbine and reciprocating) overhaul. Students will become proficient in approximately 50 skilled trade areas and be able to interpret FAA regulations and manufacturer's technical specifications. Graduates enter jobs as technicians at airports and aircraft and power plant companies.

**Apprenticeship and Extension Courses** - CTHSS offers a wide range of skilled trade licensure and advanced training in the following trade areas:

- Electrical
- Heating and Cooling
- Sheet Metal
- Plumbing

Additionally, courses for multi-trades include Basic Math Computations, Blueprint reading and Building Trade Safety. Further, courses offered may include: Manufacturing, Machine Theory, Welding, Computer Numerical Controls (CNC), MasterCam, Phlebotomy, EKG Technology, and Central Sterile Supply.

## **I. SCOPE OF SERVICES**

### **Superintendent Search**

The CTHSS Board and the Connecticut State Department of Education (CSDE) is seeking assistance of a professional services firm in the search for a superintendent of schools.

The newly appointed Board of the Connecticut Technical High School System has been orienting, organizing, and preparing for the development of a strategic plan for the System. Governor Malloy has stated that through the new Board, we can position our technical system for success in a national and international context and we can offer greater educational and career opportunities to our young people. Our objective is to prepare students to be productive participants in the economy of the future and to have the CTHSS known as the best technical high school system in the nation.

## **II. PRODUCT AND/OR SERVICES SPECIFICATIONS**

### **A. SUPERINTENDENT SEARCH:**

The CTHSS Board and the Connecticut State Department of Education (CSDE) is seeking assistance of a professional services firm in the search for a superintendent of schools. Such proposals should include the following information:

1. Experience in recruiting and successfully placing superintendents in K-12 school districts, especially districts similar to the CTHSS;
2. Identifying and successfully placing a diverse, quality, and qualified pool of superintendent candidates, including average number of states of origin for candidates;
3. 2-3 references from searches you have conducted and successfully completed in the past 24 months, with an emphasis on districts similar to the CTHSS;
4. Percent of searches that have resulted in successful placements;
5. Average length of time from initiation of search activities to successful search completion (acceptance of the position) facilitated by your firm;
6. Description of a typical search process in detail;
7. Description of the conditions under which a search timeframe can be modified or the search process be terminated;
8. Profile of the experience for the person that you are proposing to lead this effort and any other staff that will be involved; and

9. Estimate cost for a superintendent search, as you anticipate this effort may require as well as the past three costs—by major category and total costs for the superintendent searches that you have conducted.
- B. The CSDE recruitment process requirements must be followed from the application process through the approval of the recommended candidate by Affirmative Action. It is important that the Human Resources division is included in the process as early as possible. As such, proposals should include how your firm will do the following:
1. Work closely with the CSDE Bureau of Human Resources (BHR) to ensure the State of Connecticut recruitment process is followed;
  2. Submit completed application packets (Letter of application, HR-12, resume, 3 professional references) to the Bureau of Human Resources, who will review them to determine that the applicants meet the minimum experience and training required for the Superintendent position;
  3. Follow the CSDE screening and interview process requirements, including the composition of screening and interview committees, completing any necessary forms and signatures;
  4. Provide all documentation to the BHR that is necessary to secure the Affirmative Action Office approval when the BHR needs to submit the recommended candidate to the Affirmative Action Office for approval;
  5. Understand that compensation above the minimum of the salary grade is subject to approval from the Connecticut Department of Administrative Services and the BHR;
  6. Description of the process you would use to complete the search process with the CSDE's BHR, which is defined as the selection and acceptance of a superintendent, should the final pool of candidates become not viable for some reason;
  7. Description of working relationship with the CTHSS Board and CSDE during each phase of this process, including the support that you would provide during screenings, interviews, site visits, open forums, etc. Attendance at selected Board meetings is a requirement for this search. (We will notify you in advance of actual dates.) This schedule will be mutually coordinated, based on selected milestone Board meetings.

Applicants should also include their organization's Affirmative Action policy statement (if applicable).

### III. SELECTION CRITERIA

Applicants must address each of the items detailed below.

**A. Qualifications and Experience (40%)**

**1. Demonstrated ability to provide services: Experience (of organization)**

*Please provide a detailed explanation of the experience your organization has to support the CTHSS Board and CSDE as requested.*

**2. Demonstrated ability to provide services: Staff (working on project)**

*Please provide a detailed explanation of the experience within your organization to support the CTHSS Board and CSDE as requested.*

**B. Methodology (30%)**

**1. Proposed method of providing service**

*Please provide a detailed explanation of the methodology you will use in order to provide the services requested.*

**2. Proposed resources providing services**

*Please provide a detailed explanation of the resources you will use in order to provide the services requested.*

**C. Pricing (20%)**

**1. Proposed Pricing**

*Please provide detailed budget.*

**2. Additional Savings and/or Increased Revenues and/or Sustainability Plan**

*Please provide an explanation of additional savings and/or increased revenues and/or logic for how your proposal will be sustainable.*

**D. Organizational Information (10%)**

**1. Financial Stability**

**2. References**

**3. Quality Assurance**

**4. Appropriate Insurance/Bonding**

### IV. PROPOSAL REQUIREMENTS

**A. Contract Period**

The State intends that this contract shall be in effect for a period of 1 year, beginning, July 1, 2013-May 30, 2014. The State reserves the right to extend this contract for a period up to the full original contract term or parts thereof with mutual consent between both parties.

**B. Quantities and/or Usages**

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

**C. Brand Name Specifications and/or References**

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict proposers to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the proposer shall warrant to the State that it is fit for that purpose. Proposals on comparable items must clearly state the exact article being offered including any and all applicable options and the proposer shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the proposer does not indicate that the article offered is other than as specified, it will be understood that the proposer is offering the article exactly as specified. **Proposers must submit complete documentation on the specifications and quality levels of the proposed products. Proposals submitted that do not contain this documentation are subject to rejection.**

**D. P-Card (Purchasing Credit Card)**

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller. Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services. The Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State purchasing cards.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860) 713-5072.

**E. Contract Award**

The State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

1. by item, group of items, or in its entirety
2. geographic location to adequately service the entire State of Connecticut in the best possible manner
3. Multiple Vendor Awards

**F. Stability of Proposed Prices**

Any price offerings from proposers must be valid for a period of 120 days from the due date of the proposals.

**G. Amendment or Cancellation of the RFP**

CSDE reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

**H. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by CSDE. CSDE, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

**I. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that CSDE deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

**J. Proposer Demonstration of Proposed Services and or Products**

At the discretion of CSDE, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by CSDE and without cost to the State.

**K. Erroneous Awards**

CSDE reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer.

Such action on the part of CSDE shall not constitute a breach of contract on the part of CSDE since the contract with the initial proposer is deemed to be void and of no effect as if no contract ever existed between CSDE and such proposer.

**L. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by CSDE.

**M. Ownership of Proposals**

All proposals shall become the sole property of the State and will not be returned.

**N. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

**O. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

**P. Subcontractors**

CSDE must approve any and all subcontractors utilized by the successful proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of CSDE or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful proposer to CSDE upon request. The successful proposer must provide the majority of services described in the specifications.

## V. SELECTION CRITERIA

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process **and are listed in order of relative importance.**

### Selection Criteria:

1. Qualifications/ Experience
2. Methodology
3. Pricing
4. Organizational Information

## VI. INSTRUCTIONS TO BIDDERS

### A. Proposal Schedule

Release of RFP:	<b>May 21, 2013</b>
Mandatory Site Visit:	<b>Not Applicable</b>
Receipt of Questions Answer to questions will be posted as an Addendum	<b>May 31, 2013</b>
Proposal Due Date	<b>June 7, 2013 – no later than 4:00 p.m.</b>

During the period from your organization's receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the "Department Contact" listed on the cover page of this document, at 165 Capitol Avenue, Room 336, Hartford, CT 06106.

### B. Questions

Questions for the purpose of clarifying the RFP must be submitted in writing and must be received no later than noon on Monday, May 31, 2013, in the State of Connecticut.

Questions must be emailed to: [Jeanne.Newton@ct.gov](mailto:Jeanne.Newton@ct.gov).

Answers to questions received will be posted as an Addendum.

### C. Proposals:

Four (4) copies of each proposal must be delivered in hardcopy by 4:00 p.m. Eastern Time, to:

Jeanne Newton  
165 Capitol Avenue, Room 336  
Hartford, CT 06106

## **SUBMISSION REQUIREMENTS**

### **A. SECTION I: INSTRUCTIONS TO BIDDERS**

Response to Product and/or Services Specifications, Section II, A. through B.

### **B. SECTION II: QUALIFICATIONS/ EXPERIENCE**

Response to Selection Criteria, Section III, A. Qualifications and Experience.

### **C. SECTION III: METHODOLOGY**

Response to Selection Criteria, Section III, B. Methodology

### **D. SECTION IV: COST PROPOSAL**

Response to Selection Criteria, Section III, C. Cost Proposal

### **E. SECTION V: ORGANIZATIONAL INFORMATION**

Response to Selection Criteria, Section III, D. Organizational Information

## **CONTRACT**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The state will pursue negotiations with the highest scoring proposal. If, for some reason, CSDE and the initial proposer fail to reach consensus on the issues relative to a contract, then CSDE may commence contract negotiations with other proposers. CSDE may decide at any time to start the RFP process again.

Thereafter, Proposers will be required to sign a formal contract as identified in “Contract”. The contract may include a liquidated damages clause at the discretion of the State.